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ABSTRACT

Based upon the 211 usable responses received to a survey of the libraries of 68 colleges of advanced education, 19 universities, and 226 technical and further education (TAFE) colleges in Australia, this report considers the establishment of a system that would permit distance education students to borrow materials from a local academic library. Findings of the survey are reported for current policy and practice on lending to academic staff and students of other institutions (of all levels and types of course, undergraduate and higher degree, external and internal); the circumstances in which they would permit visiting external students to borrow materials (identification, authorization, sanctions, financial compensation); willingness to support their own students elsewhere; and the mechanisms of cooperation. A possible future system is recommended which includes guidelines for institution participation, and it is suggested that one library be commissioned to coordinate the new system. The text is supplemented by seven tables, a copy of the survey questionnaire and cover letter are provided, and the current borrowing privileges for external students at the institutions responding to the survey are listed. (EW)

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A NATIONAL LIBRARY CARD FOR EXTERNAL STUDENTS?

An investigation into a possible system of borrowing privileges for
all external students at all tertiary libraries.

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Margaret Cameron
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A NATIONAL LIBRARY CARD FOR EXTERNAL STUDENTS?

An investigation into a possible system of borrowing privileges for all external students at all tertiary libraries.

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SUMMARY & RECOMMENDATIONS

All university, college of Advanced Education, and TAFE libraries were surveyed.

Issues addressed included current policy and practice on lending to academic staff and students of other institutions (of all levels and types of course: undergraduate and higher degree, external and internal), the circumstances in which they would permit visiting external students to borrow (identification, authorisation, sanctions, financial compensation), willingness to support their own students elsewhere, and the mechanisms of co-operation.

The following system is recommended:

A. INSTITUTIONS WHICH INTRODUCE STUDENTS

Each university, college of Advanced Education and TAFE College which wishes its external students to participate must agree:

- (1) That they will not authorise known library offenders locally blacklisted.
- (2) That they will help retrieve books their own students borrow elsewhere and keep overdue.
- (3) That they will pay the cost of replacement of books lost, stolen or damaged by the students they authorise.
- (4) That they will provide an identification document which includes:
 - (i) Positive identification, either with a photograph or with accompanying positive identification including a photograph.
 - (ii) Evidence of current enrolment.
 - (iii) A statement that they will stand by the student by paying for replacement of material for whose loss or damage he or she is responsible and by helping retrieve overdue materials.
 - (iv) A statement to be signed by the student that he or she will obey the rules of any library at which he or she registers as a borrower.
- (5) Either:
 - (i) That they will pay an agreed fee per student for each student who registers at those libraries which require one, or
 - (ii) That if they are not prepared to pay such a fee they will tell their students which libraries require a fee and advise them not to request borrowing privileges there.

B. INSTITUTIONS WHICH LEND TO STUDENTS

Each university, college of Advanced Education or TAFE college participating in this scheme as lenders will agree:

- (1) To register as a borrower any external student who brings current student identification as described above.
- (2) To keep and report statistics on the number of such borrowers involved from each institution, and of total loans made to such visiting borrowers.
- (3) To advise home libraries of any visiting external student borrowers who are so delinquent they should be excluded from the scheme in subsequent years.
- (4) To advise the coordinating agency by December in each year whether a fee will be required in the subsequent year and what the fee will be.

C. FINANCIAL COMPENSATION

- (1) TAFE colleges. If the Commonwealth Tertiary Education Commission supports a national network of Study Centres based on the TAFE network, this should include CTEC funded financial compensation to the college libraries for the increased workload of supporting the external students attracted to the Study Centres.
- (2) Other libraries including TAFE college libraries, if a CTEC-supported study centre network is not established, should be strongly encouraged to register visiting borrowers without charge.
- (3) If a fee is imposed on visiting external students, it should be paid by the home libraries and not by the students themselves.
- (4) Any fee should be standard and negotiated through a coordinating agency.
- (5) Any fee should be on the basis of visiting borrowers registered, not loans made.

D. COORDINATION

A coordinating agency must be identified or established to coordinate the scheme. It is recommended that the Commonwealth Tertiary Education Commission commission a library to act as a coordinating agency, initially for two years.

INTRODUCTION

Many Australian students study externally, that is at a distance from their own universities, colleges of advanced education, or colleges of technical and further education. Despite the best efforts of their home libraries to provide a service by mail or courier, these students, like all library users, still prefer to go directly to an appropriate library if they can.

In the study External Students and their Libraries¹⁾ carried out for the Commonwealth Tertiary Education Commission, the need for convenient access to a local tertiary library, including eligibility to borrow books, was strongly expressed by the majority of students in the survey. Even where their institutions provide responsive library service at no cost to the student, and where books of readings are provided, students still need individual access to an appropriate library. If we include TAFE and community college libraries, a very large percentage of students are within range of a tertiary library. Many university and college library staff have expressed their concern that if direct borrowing by external students of other institutions were available, there would be a "flood" of such visiting borrowers, and their service to their own students would suffer. Our study showed that this is not necessarily the case, that in fact most students who would use other libraries (because they live physically close enough) are already doing so, and that most of them are already obtaining books on loan, even when they are not permitted to borrow. Those students excluded from access to a local tertiary library, or who have been unable to make (legal or illegal) arrangements to get books out of such a library, suffer under the present system.

This issue does not affect only universities and colleges of advanced education; as noted above, it affects the TAFE sector. Firstly, not only universities and colleges teach external students. There are also external courses in the TAFE sector, and some of them enrol many students.

Secondly, and most importantly, in many country areas the only library of any size is in a community or TAFE college. For example, in Port Hedland, the third largest city in Western Australia, the Community College has 10,000 books in its library. 25% of the enrolled borrowers at the Community College are other institutions' external students - from Western Australian institutions like Curtin or Murdoch University, and from interstate. Obviously the college is not funded to support these students. Their home libraries probably feel that they are serving them well, but unavoidable delays in serving students in such remote areas mean that, with the best will in the world, this is not done adequately. This same situation is replicated in many other country centres, and presumably it is for this reason, that the Standing Committee on External Studies is considering a national system of study centres based on the TAFE network - because TAFE colleges and their libraries are more widespread than other kinds of tertiary educational institution.

To collect information about the present policies and practices of tertiary libraries, questionnaires were submitted to 19 universities, 68 CAE's and 226 TAFE colleges. 231 replies were received, from 19 universities, 53 colleges, and 159 TAFEs (of which 139 were usable). The questionnaire and the covering letter are reproduced in Appendix 2.

1) Winter, A. and Cameron, M., 'External students and their libraries', a report of the study funded by the Evaluations and Investigations Program of the Commonwealth Tertiary Education Commission, Deakin University for C.T.E.C., Geelong, 1983.

TABLE 2 : SURVEY ANALYSIS

	Surveys sent	Surveys analysed	%
Universities	19	19	100
CAEs	68	53	77.9
TAFE	226	139	61.5
Totals	313	211	67.4

THE PRESENT SITUATION

The present situation is illustrated in 6 tables (Tables 1a - 1f), identifying the policies of universities, CAE's and TAFE colleges around Australia.

(Appendix 1)

In addition, separate charts can be prepared, in a form which can be presented to library users, setting out for users of a particular status living in each state which libraries will accept them under what conditions.

(Appendix 3).

Overall, the situation may best be summarised as variable and confusing.

TAFE libraries welcome almost all categories of borrower.

CAE libraries accept CAE staff and students, probably university staff and higher degree students, possibly university undergraduates, and occasionally TAFE staff and students.

University libraries accept university staff and higher degree students. Some accept CAE staff and post graduate students. Few accept undergraduates (either university or CAE), and very few TAFE staff or students.

External students are better off in some places, for example several universities lent to visiting university external undergraduates, but not to visiting internal undergraduates.

The paperwork is variable and often time consuming, and there are potentially long delays between the student's first enquiry and his registration as a borrower.

THE POSSIBLE FUTURE

This section recommends a possible future system. The roles and responsibilities of institutions introducing students and of lending institutions, and the questions of financial compensation and a coordinating agency are discussed in terms of the questionnaire responses.

A. INSTITUTIONS WHICH INTRODUCE STUDENTS

Each university, college of Advanced Education and TAFE college which wishes its external students to participate must agree:

- (1) That they will not authorise known library offenders locally blacklisted.
- (2) That they will help retrieve books their own students borrow elsewhere and keep overdue.
- (3) That they will pay the cost of replacement for books lost, stolen or damaged by the students they authorise.
- (4) That they will provide an identification document which includes:
 - (i) Positive identification, either with a photograph or with accompanying positive identification including a photograph.
 - (ii) Evidence of current enrolment.
 - (iii) A statement that they will stand by the student by paying for replacement of material for whose loss or damage he or she is responsible and by helping retrieve overdue materials.
 - (iv) A statement to be signed by the student that he or she will obey the rules of any library at which he or she registers as a borrower.
- (5) Either:
 - (i) That they will pay an agreed fee per student for each student who registers at those libraries which require one,
or
 - (ii) That if they are not prepared to pay such a fee they will tell their students which libraries require a fee and advise them not to request borrowing privileges there.

DISCUSSION

- A. (1) All students from a particular institution are regarded as recommended unless they have been specifically blacklisted. While 43 (20%) are opposed to the concept of a shared or public black list, updated during the year, another 87 (41%) are not prepared to identify offenders, and only 68 would cooperate. 126 (60%) would not be willing to update their list monthly. There is no point in having a black list system unless there is virtually universal cooperation, so it would appear that the only practical solution is for libraries to undertake to stand by all their external students, except those already locally blacklisted.

- A. (2) Who should pay lending libraries in the case of delinquency -
&(3) lost, damaged, or even stolen books?

131 out of 211 respondents believed that the home library should pay, and
58 that the lending library should deal with the erring student directly, (only 5 people expressed no view on payment for such delinquency),
16 believe a central body could reimburse the host library.

It would appear that it would be easy to devise a system where it is optional whether the lending library attempts to collect compensation from the borrower himself in the first instance, but the home library ultimately accepts responsibility for lost or damaged books, borrowed by their enrolled students.

As the basis of such a charge, the most popular (or least unpopular) is the price of the book or replacement. Differences of opinion on this point do not matter, as it may well be that individual libraries apply to their visiting borrowers the rules they apply to their own borrowers, which vary from place to place. As long as it is clear to libraries what they would be expected to pay, it does not matter what borrowers may be charged or fined.

- A. (4) Librarians are in general flexible about the form student identification takes. As long as each student is positively identified, preferably with a photograph (the majority of respondents require a photograph), and has evidence that he is currently enrolled as an external student, it is not significant whether his enrolment information takes the form of a student card or some other document. While a letter of introduction, or a CAVAL-type form, was important to some libraries, this was by no means a universal requirement.

TABLE 3 : ACCEPTABLE IDENTIFICATION

	ALL	U	C	T
Positive ID + current student card	189	16	47*	126*
Positive ID + evidence of enrolment but not necessarily current student card	98	14	40	44
Positive ID + Letter of Reference, CAVAL form etc.	90	17*	40	33
(*First preference of this group of libraries)				
Do not accept identification which has no photo	101	5	8	88

It would appear that an appropriate standard student card or form identifying the student, certifying that he is currently enrolled, that his home institution will stand by him and that he agrees to keep the rules, would be acceptable to most libraries. Home institutions would issue this document annually to all external students unless they are already locally blacklisted for some terrible crime in past years.

Ideally this identification should have a photograph but accompanying confirmatory identification with a photograph would appear to be acceptable. The mechanics of designing an agreed form will presumably cost some money, but there is little interest in contributing to the cost of the bureaucratic structure of cooperation. Most people (66%, 140 out of 211) believe that no central office or administration is necessary. 19%, 40 libraries, believe that any administrative costs in such a scheme should be fully supported by CTEC. Even agreeing to use an approved form like the AACOBs interlibrary loan form pre-supposes that the agreement is orchestrated by some person or some body.

Only 9 (and none of the universities) favoured the idea of a central fund from a subscription paid by all participating libraries.

- A. (5) An important issue not realistically solved by this survey is the question of financial compensation for the work done by libraries which lend to external students enrolled at other universities and colleges. Lending costs money. While libraries do not purchase library materials specifically for the use of visiting borrowers, costs are incurred: registration of borrowers, processing loans and returns, sending overdues, reshelving books; as well as normal overheads.

Should lending libraries be paid, for lending to visiting external students?

167 out of 211, 79%, think no fee is necessary.

This is the view of 117 out of 139 TAFE's,
(and TAFE libraries are generous
lenders to visitors), 84%

34 out of 53 CAE libraries, 64%

but unfortunately only

10 out of 19 universities
and the other 9 universities think that
it is NOT ACCEPTABLE to lend to
visiting borrowers without compensation.
While most university libraries are not
welcoming to visiting students at
present, the resources of university
libraries are of such importance that
any national scheme must achieve access
to them.

The data requires further study, as there is no doubt that some TAFE college libraries, especially in remote areas, do a good deal of work for external students of universities and colleges of advanced education, without extra financial support and with very limited staffing. College administrations in country towns sometimes accept this, on the grounds that they are there to serve the community. However, if the Standing Committee on External Studies were to develop a national study centre system based on TAFE colleges, the libraries in most TAFE colleges should certainly be compensated for the additional workload visiting external students would bring.

If compensation is to be paid

31 would prefer it in the form of a fee per borrower
enrolled, but

132 view this as unacceptable,

11 gave as their first preference a fee per loan, but

159 regard this as unacceptable.

In realistic terms, a national external student library card system, at least in the first instance, may have to provide for compensation to lending libraries, in the interest of getting borrowing privileges for external students at the nine universities who probably will not let them in without it.

B. INSTITUTIONS WHICH LEND TO STUDENTS

Each university, college of Advanced Education or TAFE college participating in this scheme as lenders will agree:

- (1) To register as a borrower any external student who brings current student identification as described above.
- (2) To keep and report statistics on the number of such borrowers involved from each institution.

- (3) To advise home libraries of visiting external student borrowers who are so delinquent they should be excluded from the scheme in subsequent years.
- (4) To advise the coordinating agency by December in each year whether a fee will be required in the subsequent year and what the fee will be.

C. FINANCIAL COMPENSATION

- (1) TAFE colleges. If the Commonwealth Tertiary Education Commission supports a national network of Study Centres based on the TAFE network, this should include CTEC funded financial compensation to the college libraries for the increased workload of supporting the external students attracted to the Study Centres.
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- (4) Any fee should be standard and negotiated through a coordinating agency.
- (5) Any fee should be on the basis of visiting borrowers registered, not loans made.

DISCUSSION

These issues have already been discussed under A.(5). A condition of accepting financial compensation will have to be keeping statistics which allow the scheme to be monitored. It is obvious that it is unreasonable to collect money for the service you provide, if you do not collect the data on which this cost can be based.

D. COORDINATION

A coordinating agency must be identified or established.

A pre-supposition of our study was that a national scheme would probably require a formal structure of cooperation. Any librarian serving external students who has had to make bilateral arrangements with a large number of libraries, within Australia and overseas, knows that it can be terribly time consuming, and that such agreements frequently have to be renegotiated year after year or when there are changes of staff. Variations in agreements between institutions are also a cost burden on the lending library - for example, from the point of view of registering borrowers, it is much easier if all the visitors arrive with the same kind of identification making the same kind of undertakings about their support from their home library, rather than thirty or more different variations.

Respondents were asked with whom they would be prepared to cooperate.

- 67% 142 of 211 respondents, including 15 of 19 universities, do not favour the Library Association of Australia;
- 62% 131 of 211 respondents, including 11 of 19 universities, do not favour AACOBS;
- 52% 109 of 211 respondents, reject a specially set up organisation, for example a National External Borrowers Register. However, this concept was rejected by only 8 of the 19 universities, and by only 10 of the 53 CAEs.

The most popular option was for cooperation under the aegis of state level organisations like CAVAL and CLANN²⁾, followed by bilateral agreements between libraries. Universities prefer a national organisation like CTEC, and for CAEs the second preference was a specially set up external organisation.

We believe that it will be necessary to make agreements through one organisation. It would be unrealistic to try to manage a national scheme which we hope will eventually involve almost everyone, without some kind of central bureaucracy.

At the very least, it is essential that some agency or group accepts central responsibility for drawing up a standard agreement - if necessary providing options within it - for borrowing and lending libraries. The agency or group must be credible to all tertiary libraries.

2) CAVAL : Cooperative Action for Victorian Academic Libraries
CLANN : College Libraries Activities Network in New South Wales

FURTHER WORK REQUIRED

Following wide discussion with many libraries, we recommend that CTEC commission a library to coordinate the scheme. We believe a library would achieve the necessary support.

This coordination involves:

- (a) Drawing up a standard agreement, acceptable to most if not all university and CAE libraries. This agreement will give details of the borrowing scheme; compensation and method of payment for non-return of items; statistics to be maintained and recorded.

All libraries must be prepared to enrol visiting borrowers without charge for at least the first two years of the scheme. It is reasonable to expect all tertiary libraries to issue up to 5% of their total loans without compensation. At the end of a two year period, statistical evidence will be available for evaluation of anticipated burdens.

- (b) Designing a standard card acceptable to most if not all university and CAE libraries. This card will state the name, address, course and level details of the student; the home institution; date of authorization; it will have space for a photograph and will contain statements of responsibility for acknowledgement by the student and the home institution.
- (c) Detailing state lists of individual regulations and conditions imposed by university and CAE libraries so these may be sent to students by the home institution.
- (d) Ensuring that statistics of total loans made, and borrowers by institution are maintained and reported on an annual basis by each library. The commission from CTEC should allow for compilation of these statistics for two years.
- (e) Evaluating the scheme, by seeking comment and compiling statistics.

This coordinating agency should focus only on the university and CAE libraries. At this stage it would appear that TAFE students would be most unwelcome at most university and CAE libraries. TAFE libraries are however very generous to students from other TAFE colleges, and provision for this, and for their potential role as study centres, should be appropriately funded by CTEC. We believe there are other CTEC investigations which will indicate an appropriate level of funding.

* * * * *

APPENDIX 1 : Tables 1(a)-1(f)

UNIVERSITY REGISTRATION OF STAFF AND STUDENTS FROM OTHER INSTITUTIONS

[illegible]

TABLE I(B)

CAE REGISTRATION OF STAFF AND STUDENTS FROM OTHER INSTITUTIONS

	B Borrowing Privileges					C Introductory Paperwork Required					D Payment Required		E Indemnity: Do you require the home library to:	
	Undergraduate status only	Equal status with our own borrowers	Equal status but with some restrictions	Special category with limited privileges		Positive ID only (eg driver's licence)	Positive ID with photo	Current staff or student card	Introductory form eg CAVAL form	Letter of Introduction	Annual fee	Deposit	Pay for books lost by its borrowers	Pay fines unpaid by its borrowers
A Do you register visitors as borrowers if they come from:														
Universities														
All Staff	41	2	8	7	3	10	4	10	8	4	7	6	11	16
Some Staff	11	1	2	3	2	1		2	4	4	1	1	7	3
I would exclude staff from institutions in my own city	2					1				1			1	1
Higher degree students (PhD, Masters)	43	3	6	12	4	9	2	12	10	4	7	4	18	16
External higher degree students only	5	1				2		1	1	1	1		2	1
I would exclude higher degree students from institutions in my own city	2					1				1			1	1
Some other subset of higher degree students	9		1	1		3		2	1	1	3	2	2	4
Students other than higher degree	35	1	5	9	4	8	3	11	4	3	4	5	10	14
I would exclude students from institutions in my own city	2					1				1			1	1
External students only	7	2			1	2		1		1	2	2	4	2
External students, excluding those from institutions in my own city	9	1		2	2	2	1	4	1	2	1	1	6	2
Some other subset of students	7	3		1		2	1	1	1	1	2	1	1	2
Advanced Education														
All Staff	43	4	8	8	4	9	3	15	3	4	8	4	13	15
Some Staff	8		1	2		2	1	1	2	1	1	1	4	2
I would exclude staff from institutions in my own city	2					1				1			1	1
Higher degree students (PhD, Masters)	44	3	6	13	4	9	3	15	6	4	5	5	16	15
External higher degree students only	4	1				1		1		1			2	1
I would exclude higher degree students from institutions in my own city	2					1				1			1	1
Some other subset of higher degree students	5		1			2				1	1	1	1	3
Students other than higher degree	42	3	6	12	5	8	4	15	5	4	4	5	17	16
I would exclude students from institutions in my own city	2					1				1			1	1
External students only	7	2			1	2		2		1	1	1	5	2
External students, excluding those from institutions in my own city	9	1		2	2	2	1	3		3	1	1	5	3
Some other subset of students	10	5	1			2	1	2	2	1	4	2	2	3
TAPE Colleges														
All Staff	38	4	6	8	4	10	3	14	2	3	6	4	9	11
Some Staff	7	1	1	1	1	2		3	1	2	1	1	3	1
I would exclude staff from institutions in my own city	4	1				1				1			1	1
All Students	38	5	6	9	3	10	2	16	2	3	3	4	12	13
I would exclude students from institutions in my own city	3					1				1			1	1
External students only	5				1	2				1	1	1	3	2
External students, excluding those from institutions in my own city	4			1	1	1		1		1		1	2	1
Some other subset of students	8	1	1		1	2	1	1		1	1	1	2	2

TABLE I(c)

TAFE REGISTRATION OF STAFF AND STUDENTS FROM OTHER INSTITUTIONS

A Do you register visitors as borrowers if they come from:	B Borrowing Privileges					C Introductory Paperwork Required					D Payment Required		E Indemnity: Do you require the home library to:			
	Undergraduate status only	Equal status with our own borrowers	Equal status but with some restrictions	Special category with limited privileges		Positive ID only (eg driver's licence)	Positive ID with photo	Current staff or student card	Introductory form eg CAVAL form	Letter of Introduction		Annual fee	Deposit		Pay for books lost by its borrowers	Pay fines unpaid by its borrowers
Universities																
All Staff	41	2	8	9	14	10	1	7	4	2		4	2		10	7
Some Staff	4		1		2		1		1	1					1	1
I would exclude staff from institutions in my own city	2				2											
Higher degree students (PhD, Masters)	28	1	3	6	10	5	2	4	4	1		2	1		6	7
External higher degree students only	3				1	1										
I would exclude higher degree students from institutions in my own city	1				1											
Some other subset of higher degree students	3				2				1							
Students other than higher degree	29		3	6	13	6	2	3	3	1		2			5	7
I would exclude students from institutions in my own city	1				1											
External students only	7	1	1	1	1	2	1	2	1				1		1	1
External students, excluding those from institutions in my own city	4			1	2			1					1			1
Some other subset of students	12			2	7	4	1		1			1	2		4	2
Advanced Education																
All Staff	117	2	10	7	15	85	2	9	3	3		4	3		11	7
Some Staff	2				2		1									1
I would exclude staff from institutions in my own city	2			1	1										1	1
Higher degree students (PhD, Masters)	105	1	5	6	10	81	3	7	3	2		2			8	4
External higher degree students only	2		1		1	1										
I would exclude higher degree students from institutions in my own city	1				1											
Some other subset of higher degree students	3				3											
Students other than higher degree	105		4	6	12	79	3	5	3	2		2			5	5
I would exclude students from institutions in my own city	1				1											
External students only	5	1	1		1	2		2					1		2	
External students, excluding those from institutions in my own city	4			1	1	1		1					1			1
Some other subset of students	9			4	3	3		1				1			2	3
TAFE Colleges																
All Staff	60	2	15	9	14	14	6	12	3	3		6	3		13	11
Some Staff	3	1	1	1	1											
I would exclude staff from institutions in my own city	3	1	1	2	1			1					1			
All Students	128	2	11	9	10	87	4	14	4	1		3	2		11	9
I would exclude students from institutions in my own city	3	1	1	1	1			1								
External students only	10	1	2	3	3	6		2		1		2	1		1	2
External students, excluding those from institutions in my own city	6	1	2	2	2	1		3				1	1			
Some other subset of students	5	1	1	1	2	2			1			2			2	

TABLE I(d)

UNIVERSITIES REGISTERING HIGHER DEGREE STUDENTS FROM OTHER INSTITUTIONS

Higher degree University and College students	A Do you register as borrowers?	B Borrowing Privileges					C Introductory Paperwork Required					D Payment Required		E Indemnity: Do you require the home library to:			F Sanctions					
		Undergraduate status only	Equal status with our own borrowers	Equal status but with some restrictions	Special category with limited privileges	Other	Positive ID only (eg driver's licence)	Positive ID with photo	Current staff or student card	Introductory form eg CAVAL form	Letter of introduction	Other	Annual fee	Deposit	Other	Pay for books lost by its borrowers	Pay fines unpaid by its borrowers	Other	Fines	Refuse borrowing	Suspend borrowing	Other
N.S.W.	YES			C	U			C								✓	✓		✓	✓	✓	
SYDNEY (1)	YES	✓						U			C								✓		✓	
MACQUARIE	YES	✓						✓	✓	U						✓				✓	✓	
WOLLONGONG (2) (3) (5)	YES		✓					✓	✓					(4)		✓						✓
NEWCASTLE	YES		✓					✓														
NEW ENGLAND	YES		✓					✓											✓			
NATIONAL UNIVERSITY	YES				✓			✓				✓							✓	✓	✓	
MELBOURNE	YES			✓					✓							✓					✓	
MONASH	YES			✓				U	✓	✓						✓			✓		✓	
LA TROBE	YES				✓				✓							✓					✓	✓
DEAKIN	YES		✓					✓												✓	✓	
QUEENSLAND	YES	✓						U		✓	C								✓	✓	✓	
GRIFFITH	YES	✓					✓	✓		✓									✓	✓	✓	
JAMES COOK	YES	✓						✓		✓										✓	✓	
W.A.	YES	✓						✓											✓	✓	✓	
MURDOCH	YES			✓				✓	✓							✓						✓
S.A. (6)	YES			✓			✓					✓									✓	
FLINDERS	YES		✓								✓					✓	✓		✓	✓	✓	
TASMANIA	YES				✓			✓		✓										✓		

- (1) Sydney extends privileges only to students from institutions in N.S.W. through the OLC reciprocal borrowing scheme, and through a special arrangement with the Sydney Institution of Education
 - (2) Wollongong extends privileges only to University students from institutions where libraries are members of OLC.
 - (3) Privileges to students from CAE's in N.S.W. only
 - (4) Wollongong charges a \$2 card application fee
 - (5) Research students only
 - (6) Some students, but all external students
- * The C in the grid means that category applies to CAE students only
 * The U in the grid means that category applies to University students only

TABLE I(E)
UNIVERSITIES REGISTERING UNDERGRADUATE
STUDENTS FROM OTHER
UNIVERSITIES AND CAE's

Undergraduate University and college students	A Do you register as borrowers?	B Borrowing Privileges					C Introductory Paperwork Required					D Payment Required		E Indemnity: Do you require the home library to:			F Sanctions					
		Undergraduate status only	Equal status with our own borrowers	Equal status but with some restrictions	Special category with limited privileges	Other	Positive ID only (eg driver's licence)	Positive ID with photo	Current staff or student card	Introductory form eg CAVAL form	Letter of introduction	Other	Annual fee	Deposit	Other	Pay for books lost by its borrowers	Pay fines unpaid by its borrowers	Other	Fines	Reduce borrowing	Suspend borrowing	Other
N.S.W.	NO																					
SYDNEY	NO																					
MACQUARIE	NO																					
WOLLONGONG	NO																					
NEWCASTLE (2)	(1)		C					C											✓		✓	
NEW ENGLAND	YES		✓					✓											✓			
NATIONAL UNIVERSITY	YES				✓			✓				✓							✓	✓	✓	
MELBOURNE	NO																					
MONASH	NO																					
LA TROBE	(1)				✓					✓					✓						✓	✓
DEAKIN	YES		✓					✓												✓	✓	
QUEENSLAND	(1)	✓								✓					✓					✓	✓	
GRIFFITH	YES				✓		✓	✓		✓		✓							✓	✓	✓	
JAMES COOK	YES	✓						✓		✓										✓	✓	
W.A.	YES	✓						✓											✓	✓	✓	
MURDOCH	YES			✓				✓	✓						✓						✓	
S.A.	YES	✓					✓					✓									✓	
FLINDERS	(1)	✓								✓					✓	✓			✓	✓	✓	
TASMANIA	YES				✓			✓	✓													

External students only, excluding those from institutions in the same city.

Newcastle extends privileges to students from Newcastle CAE plus external students from other CAE's.

The C in the grid means that category applies to CAE students only.

UNIVERSITIES REGISTERING STAFF AND STUDENTS FROM TAFE COLLEGES

TABLE I(F)

	TAFE Staff	TAFE Students	Requirements
N.S.W.	SOME	NO	INTRODUCTORY FORM
SYDNEY	NO	NO	
MACQUARIE	NO	NO	
WOLLONGONG	(1)	(1)	CARD & INTRODUCTORY FORM & INDEMNITY
NEWCASTLE	YES	EXTERNAL ONLY	STUDENT CARD
NEW ENGLAND	YES	YES	STUDENTS REQUIRE I.D.
NATIONAL	YES	YES	CARD & ANNUAL FEE
MELBOURNE	NO	NO	
MONASH	NO	NO	
LA TROBE	NO	NO	
DEAKIN	YES	(2)	CURRENT CARD
QUEENSLAND	(3)	(3)	
GRIFFITH	YES	YES	CARD & FEE
JAMES COOK	YES	SOME	CARD
W.A.	NO	NO	
MURDOCH	YES	YES	ANNUAL FEE
S.A.	YES	YES	I.D. & FEE
FLINDERS	YES	(4)	INTRODUCTORY LETTER PLUS INDEMNITY
TASMANIA	YES	YES	CARD & INTRODUCTORY LETTER

- (1) Only those TAFE staff and students from colleges in the vicinity of the University. \$2 fee.
- (2) Excludes short course or TOP students.
- (3) Only if there is a reciprocal agreement with the institution.
- (4) Excluding students from institutions in the same city.

APPENDIX 2 : The Survey



Main campus: Pigdons Road Warrn Ponds (Direct dial to (052) 471)

Visual Arts Centre: Pakington Street Newtown (052) 21 1444

MM Theatre: Pakington Street Newtown (052) 22 2318

L I B R A R Y

Open Campus Program 24 hour answering service (052) 43 6186

April 5th, 1986

Dear Colleague,

External students and other tertiary libraries

Deakin University Library has been funded by the CTEC to conduct a 3-month investigation into the willingness of libraries in universities, colleges of advanced education, and colleges of technical and further education, to lend to external (i.e. off-campus, distance) students from all sectors. As you are no doubt aware, CTEC is particularly interested at present in inter-sectoral cooperation, and its Standing Committee on External Studies is also investigating ways in which support of external students can be improved. One of their suggestions is a national network of study centres based on TAFE libraries, which would then give assistance to external students from universities and colleges of advanced education as well as TAFE external students. In fact, most TAFE libraries already do this, but the network would formalise the arrangements, and possibly involve some financial assistance. But while C.A.E. and T.A.F.E. libraries lend to university students, the reverse is rarely the case. Part of our study is to establish the present situation; the second is to explore opinions to assist in planning improvements. Will you help us please, by completing the questionnaire?

There have been a number of initiatives in so-called 'reciprocal borrowing' already, for example the CAVAL and CLANN Schemes in Victoria and New South Wales, ('visiting' borrowing is perhaps a more accurate term). There have also been various investigations, and in our earlier study External Students and their Libraries we explored the extent to which external university and C.A.E. students rely on the resources of other tertiary libraries. In that study we found that 54% of students in our representative sample had a tertiary library more convenient than their own (but only 42% said they had used one); 29% of our respondents were registered borrowers in another tertiary library, but 39% had obtained books and other study material. In their "further comments" to the questionnaire, many students explained the means by which they borrowed material when they were not allowed to do so. In fact, it would appear that a majority of those students living within a reasonable distance of a tertiary library are already borrowing whether they are allowed to or not. It is in the interests of libraries to deal with their borrowers directly rather than have them obtain materials illegally.

Despite fears of a flood of visiting borrowers if students were permitted to register in other libraries, experience so far has been reassuring. CAVAL has a long experience of lending to visiting students (internal and external) and staff of other institutions, and in 1985 there were 3,394 borrower registrations (including 325 staff) reported from CAVAL libraries and 34,165 loans reported. The potential borrower population was 113,990 (this includes internal students and staff); fewer than 3% registered. CAVAL's experience has been so good that delinquency statistics are no longer kept. In 1985, most Australian university libraries agreed to lend to external undergraduates from other universities: none reported problems of delinquency or of competition with local students.

Both in the earlier CTEC study and in the CAVAL system external students expressed irritation at the delays and paperwork involved in registering as a borrower. A specific brief in this CTEC study is to investigate ways in which such delays can be avoided. (The common situation appears to be as follows. The student happens to be reading in a library and finds a book he wants to borrow. He is told he must write to his home library to get a letter of introduction - a certificate of good character - and he will then be registered as a borrower and will be able to borrow the book. As his need is usually urgent, it is not surprising that he sometimes finds an illegal way of avoiding this delay.) Obviously all this paperwork also costs staff time in libraries.

What do we need to know?

This questionnaire is in two parts. Firstly, we need to find out exactly what is happening now. Although our brief is to investigate the services available to off campus students, we believe it will be useful to everyone to find out at the same time the situation with respect to internal students and staff as well, and that this will build on the information collected by AACOBs (and also ALCAE and CAUL), in earlier years. Obviously, this information is not confidential: we plan to report back to you promptly and to disseminate it widely.

The second part investigates what you think might need to be done to make it easier for external students to borrow at any convenient tertiary library. For example, in the past some libraries have expressed a need for financial compensation for the extra loans. How should such compensation be calculated? Others need to be reassured that if a visiting student is delinquent, someone will help them to retrieve overdue books, or will pay for lost books, or will collect fines which have been imposed. If a more formal cooperative system is desirable, who should run it?

Your answers to this part of the questionnaire do not commit your library in any way - they are simply a basis on which to explore the possibilities for devising a national system, and the agreements which would have to be made before such a system could be set in place. Unless you indicate otherwise, your answers to this part of the questionnaire will not be attributed to you in any publication of the results.

When do we need to know?

Soon! By April 28th.

We apologize for the short deadline. We have only been funded for a three-months project, and long deadlines do not necessarily mean more time devoted to constructive thought! You are not making a commitment, simply expressing an opinion.

We hope we will be able to recommend changes to the present laissez-faire situation which will assist external students, while at the same time protecting the libraries they visit.

Yours sincerely,



(Miss) Margaret Cameron
Chief Librarian

PART A
PRESENT POLICY: PRIVILEGES FOR VISITING BORROWERS

PLEASE TICK ALL RELEVANT COLUMNS

A Do you register visitors as borrowers if they come from:	B Borrowing Privileges					C Introductory Paperwork Required					D Payment Required			E Indemnity: Do you require the home library to:			F Sanctions				
	Undergraduate status only	Equal status with our own borrowers	Equal status but with some restrictions	Special category with limited privileges	Other	Positive ID only (eg driver's licence)	Positive ID with photo	Current staff or student card	Introductory form eg CAVAL form	Letter of introduction	Other	Annual fee	Deposit	Other	Pay for books lost by its borrowers	Pay fines unpaid by its borrowers	Other	Fines	Refuse borrowing	Suspend borrowing	Other
Universities																					
All Staff																					
Some Staff																					
I would exclude staff from institutions in my own city																					
Higher degree students (PhD, Masters)																					
External higher degree students only																					
I would exclude higher degree students from institutions in my own city																					
Some other subset of higher degree students																					
Students other than higher degree																					
I would exclude students from institutions in my own city																					
External students only																					
External students, excluding those from institutions in my own city																					
Some other subset of students																					
Advanced Education																					
All Staff																					
Some Staff																					
I would exclude staff from institutions in my own city																					
Higher degree students (PhD, Masters)																					
External higher degree students only																					
I would exclude higher degree students from institutions in my own city																					
Some other subset of higher degree students																					
Students other than higher degree																					
I would exclude students from institutions in my own city																					
External students only																					
External students, excluding those from institutions in my own city																					
Some other subset of students																					
TAFE Colleges																					
All Staff																					
Some Staff																					
I would exclude staff from institutions in my own city																					
All Students																					
I would exclude students from institutions in my own city																					
External students only																					
External students, excluding those from institutions in my own city																					
Some other subset of students																					

PART B

FUTURE POSSIBILITIES FOR EXTERNAL STUDENTS

Your response to these questions does not commit your library in any way. These questions are about external students only. If you have difficulty understanding the questionnaire please ring Christine Crocker on (052) 471352. Many areas are covered in these questions, including compensations and fees for services. Please answer each question in isolation, allowing "other conditions" to be answered elsewhere.

Sample response

A less common form of response is used for some questions. It is called **abbreviated preference indication**. Put simply, when given a number of options to choose from, you first indicate those which are not acceptable, and then give a preference order for those which are acceptable. As an example, consider the following breakfast menu:

Item	Preference
Bacon and eggs	☐
Toast and jam	☐
Eggs on toast	☐
Cereal	☐
Baked beans on toast	☐

Suppose that both eggs on toast and cereal are NOT acceptable alternatives. They are indicated so with an "X", like so:

Item	Preference
Bacon and eggs	☐
Toast and jam	☐
Eggs on toast	☒
Cereal	☒
Baked beans on toast	☐

For those which remain, an order of preference is given, like so:

Item	Preference
Bacon and eggs	☐ 3
Toast and jam	☐ 1
Eggs on toast	☒ X
Cereal	☒ X
Baked beans on toast	☐ 2

In all questions where this form of response is requested, the words "please indicate acceptable preferences" will appear.

Please do not use	
No.	
Type	

Question 1

Does your institution have external students (ie off-campus, distance) for whom borrowing privileges at other tertiary libraries would be desirable?

No ☐
Yes ☐

If yes, what proportion of your total enrolment do you estimate are "distance" students?

%

Question 2

Can you estimate how many external students from other institutions may wish to become borrowers at your library?

No ☐
Yes ☐

If yes, approximately how many do you expect?

University

CAE

TAFE

Question 3

A national scheme might require a formal structure of co-operation. With whom would you be prepared to co-operate in an external borrowers' scheme? (Please indicate acceptable preferences)

Individual Universities and Colleges	☐
State level organisation (eg CAVAL, CLANN)	☐
National organisation (eg CTEC)	☐
Specially formed national organisation (eg "National External Borrowers' Register")	☐
AACOBs	☐
Library Association of Australia	☐
Other: Please specify	☐

Question 4

Libraries who are asked to lend to visiting students may be anxious lest they enrol delinquent borrowers. They may be reassured by various strategies. Some institutions may agree to stand by all their enrolled external students—to indemnify host libraries against delinquency by any enrolled student. A second possibility is the present situation, where many host libraries require each visiting student to produce a certificate of good character before he/she is allowed to register as a visiting borrower. A third possibility is a blacklist system, where those institutions agree to stand by all their students except those they already believe to be proven delinquents. CAVAL experience has shown that delinquents are very few, and a blacklist system would be feasible (from the point of view of the number of names it might contain).

The following questions ask whether you would be prepared to identify offenders amongst your own external students if such a blacklist were maintained by a central body. The assumption here is that you are prepared to stand by all those external students from your institution who register to borrow elsewhere except those on the blacklist.

If a national blacklist were to be maintained, would you be prepared to identify offenders among your own enrolled external students for such a blacklist, maintained by a central body?

Yes ☐
No ☐
I believe no blacklist should exist: each institution should stand by all its enrolled external students. ☐

Question 5

Would you be prepared to provide monthly updates of your list of offenders to the central body?

- No ☐
 Yes ☐

Question 6

If blacklists were to be available, what methods of dissemination would be acceptable? Assume that blacklists would not change quickly and printed copies could be obtained. (Please indicate acceptable preferences)

- Viatel ☐
 Ausinet ☐
 Circular (Posted monthly by a central body) ☐
 Other: Please specify _____ ☐

Question 7

If lending libraries are to be compensated for delinquent visiting borrowers who lose, damage or fail to return books, what form of compensation would you accept, given that you may have to make compensation for your own external students' activities in other libraries? (Please indicate acceptable preferences)

- A fixed number of dollars per book ☐
 Price of book or replacement ☐
 Cost of book plus a fixed fine ☐
 Paid by collective insurance ☐

Question 8

Who should collect such compensation? (Please indicate acceptable preferences)

- Lending library from student ☐
 Home institution payment to host ☐
 Central body pays host library ☐
 I do not see a need for any such compensation ☐

Question 9

Financial considerations fall into two categories. The first is the running cost of a central body (if any is set up) to co-ordinate the scheme. The second is the cost to the lending library of loan traffic from visiting external students.

On what BASIS should lending libraries be paid? Assume that you would receive funds for visiting borrowers' use of your facilities and that you would be expected to pay for your own external students' activities. (Please indicate acceptable preferences)

- Fee per registered borrower (regardless of loan traffic) ☐
 Fee for loan traffic paid, so that each lending library is paid by each home library for the loans made by its students (realising that this requires detailed statistics to be kept) ☐
 I do not believe that any payment is necessary ☐

Question 10

Who pays the cost of visiting external students? (Please indicate acceptable preferences)

- Home institution of visitor pays lending library ☐
- A central fund pays the lending library ☐
- Individual students pay the lending library ☐
- No payment need be made ☐

Question 11

If there is a central office and/or fund (which would incur running costs) it would require financial resources. How should it obtain these funds? (Please indicate acceptable preferences)

- I do not think a central office is necessary ☐
- An organisation such as CTEC should support it fully ☐
- Participating libraries should subscribe at a fixed rate to the scheme (eg \$200) ☐
- By a fee per borrower enrolled at another library paid by the home institution ☐
- Other: Please specify _____ ☐

Question 12

What level of identification would you require to enrol a visiting external student as a borrower? (Tick only those which would be acceptable)

- Positive identification with photograph ☐
- Positive identification without photograph ☐
- Positive identification plus current student card from home institution ☐
- Positive identification plus any evidence of current enrolment (not necessarily student card) ☐
- Positive identification plus letter of reference or authorization from home institution (eg a form supplied by CAVAL, CLANN etc) ☐

Question 13

What statistics do you keep on external borrowers at present? (Tick any you could provide from your files if asked)

- None ☐
- Total number of external borrowers ☐
- Total external borrowers by institution ☐
- Total external borrowers by institution and loans ☐
- Total external loans only (not by institution) ☐
- Total external loans by institution ☐

Question 14

What statistics would you be prepared to keep under a co-operative scheme? Assume that (a) some may be necessary for the receipt or payment of any fee per borrower/loan and, (b) any statistics you may wish to receive on the overall situation would require you to keep similar statistics at your library. (Please indicate acceptable preferences)

- | | |
|---|--------------------------|
| None | ☐ |
| Total number of external borrowers | ☐ |
| Total external borrowers by institution | ☐ |
| Total external borrowers by institution and loans | ☐ |
| Total external loans only (not by institution) | ☐ |
| Total external loans by institution | ☐ |
| Other: Please specify _____ | ☐ |

My institution has students who are

- | | |
|--------------------------|--------------------------|
| University level | ☐ |
| Advanced Education level | ☐ |
| TAFE level | ☐ |

(This is to ensure that we know which institutions have combinations of University/CAE/TAFE students.)

A I understand that any comments or statements I have made on this questionnaire will not be quoted in such a way as to identify myself or my library ☐

OR

B I have no objection to having my comments and statements on this questionnaire quoted and identified ☐

Please tick whichever applies.

Please indicate your name and position in your institution.

Name _____

Position _____

Institution _____

Thank you for your help, patience and co-operation.

Margaret Cameron
Chief Librarian

Christine Crocker
Reader Services Librarian

Steve Farish
Research Analyst

APPENDIX 3 : Borrowing privileges

The following pages were prepared on a state by state basis, to show borrowing privileges available at University and CAE libraries to external students.

They were distributed to all libraries for verification of details in April 1987; the information may not always be current.

BORROWING PRIVILEGES FOR EXTERNAL STUDENTS AT UNIVERSITY AND CAE LIBRARIES IN AUSTRALIA

As an external student, borrowing privileges are sometimes available from other University and CAE Libraries. This list has been prepared to advise you of the borrowing privileges available from the libraries in your state. Most libraries have their own conditions for registration as a borrower, and for loans. It is important that you abide by any rules imposed by these institutions.

Borrowing Privileges Available in New South Wales and the A.C.T. to External University Students

The Library is:	Borrowing Privileges are available to:	Introduction/Payment required	They want a guarantee that you or your library will pay for:
Armidale College of Advanced Education	All students	Positive ID	Books lost
Australian College of Physical Education	All students	Current student card	Books lost
Australian Film and Television School	Some Higher Degree students	-	-
Australian National University	All students	Current student card and payment of annual fee	-
Avondale College	All Higher Degree students	Introductory form	Books lost Unpaid fines
Canberra College of Advanced Education	All students	Current student card and evidence of home address, plus payment of annual fee	Books lost Unpaid fines

Continued over ...

The Library is:	Borrowing Privileges are available to:	Introduction/Payment required	They want a guarantee that you or your library will pay for:
Catholic College of Education (Mackillop Campus, North Sydney)	All students	Current student card	Books lost or damaged
Cumberland College of Health Sciences	All students whose home libraries have exchanged indemnity agreements	Letter of indemnity and current student card	Books lost
Hawkesbury Agricultural College	All students	Current student card	Books lost Unpaid fines
Kuring-gai College of Advanced Education	All students	Introductory form	Books lost
Macarthur Institute of Higher Education	All students	Current student card	Books lost
Macquarie University	Higher Degree (Research) students All external students of Universities with cross-crediting arrangements with Macquarie	Introductory form / or Letter of Introduction from home library	Books lost Unpaid fines
Mitchell College of Advanced Education	All students	Current student card / Deposit (free within CLANN)	Books lost
Nepean CAE	All students	Introductory form from home library	Books lost

Continued over ...

The Library is:	Borrowing Privileges are available to:	Introduction/Payment required	They want a guarantee that you or your library will pay for:
New South Wales Institute of Technology	All Higher Degree students; and all students from CLANN libraries	Current student card	Books lost
Newcastle College of Advanced Education	All students	Current student card / or Letter of Introduction from home library	Books lost
Northern Rivers College of Advanced Education	All students	Current student card	-
Orange Agricultural College	All students	Current student card	Books lost
Riverina-Murray Institute of Higher Education (Wagga and Albury campuses)	All students	Current student card	-
Signadou College of Advanced Education	All students	Other (?)	-
Sydney College of Advanced Education - St. George Institute of Education	All students	Current student card / or Introductory form	Books lost

The Library is:	Borrowing Privileges are available to:	Introduction/Payment required	They want a guarantee that you or your library will pay for:
- Sydney Institute of Education	All students	Current student card	Books lost
- City Art Institute	All students	Current student card	Books lost
- Institute of Adult-Teacher Education	All students	Current student card	Books lost
- Institute of Early Childhood Studies	All students	Current student card	Books lost
Sydney College of the Arts	All students	Current student card	Books lost
University of New England	All students	Current student card	-
University of New South Wales	All Higher Degree students	Introductory form	Books lost Unpaid fines
University of Newcastle	All students	Current student card	Books lost Unpaid fines
University of Sydney	All Higher Degree students	University of Sydney graduates and NSW OLC reciprocal borrowers - free of charge. Others - \$100 p.a.	Books lost
University of Wollongong	Higher Degree students (Research only)	Current student card / or Introductory form / \$2 fee for card	Books lost Unpaid fines

**BORROWING PRIVILEGES FOR EXTERNAL STUDENTS
AT UNIVERSITY AND CAE LIBRARIES IN AUSTRALIA**

As an external student, borrowing privileges are sometimes available from other University and CAE Libraries. This list has been prepared to advise you of the borrowing privileges available from the libraries in your state. Most libraries have their own conditions for registration as a borrower, and for loans. It is important that you abide by any rules imposed by these institutions.

Borrowing Privileges Available in New South Wales and the A.C.T. to External CAE Students

The Library is:	Borrowing Privileges are available to:	Introduction/Payment required	They want a guarantee that you or your library will pay for:
Armidale College of Advanced Education	All students	Positive ID	Books lost
Australian College of Physical Education	All students	Current student card	Books lost
Australian Film and Television School	All Higher Degree students	-	-
Australian National University	All students	Current student card and Annual fee	-
Avondale College	All students	Introductory form	Books lost Unpaid fines
Canberra College of Advanced Education	All students	Current student card and evidence of home address, plus payment of annual fee	Books lost Unpaid fines

NSW. 5

The Library is:	Borrowing Privileges are available to:	Introduction/Payment required	They want a guarantee that you or your library will pay for:
Catholic College of Education (Mackillop Campus, North Sydney)	All students	Current student card	Books lost or damaged
Cumberland College of Health Sciences	All students whose home libraries have exchanged indemnity agreements	Letter of indemnity and current student card	Books lost
Hawkesbury Agricultural College	All students	Current student card	Books lost Unpaid fines
Kuring-gai College of Advanced Education	External students CLANN students	Introductory form	Books lost
Macarthur Institute of Higher Education	All students	Current student card	Books lost
Macquarie University	Higher degree (Research) students	Introductory form/or letter of introduction from home library	Books lost Unpaid fines
Mitchell College of Advanced Education	All students	Current student card / Deposit (free within CLANN)	Books lost
Nepean CAE	All students	Introductory form from home library	Books lost
New South Wales Institute of Technology	All Higher Degree students; and all students from CLANN libraries	Current student card	Lost books

The Library is:	Borrowing Privileges are available to:	Introduction/Payment required	They want a guarantee that you or your library will pay for:
Newcastle College of Advanced Education	All students	Current student card or Letter of Introduction from home Library	Books lost
Northern Rivers College of Advanced Education	All students	Current student card	-
Orange Agricultural College	All students	Current student card / or Letter of Introduction from home library	Books lost
Riverina-Murray Institute of Higher Education (Wagga and Albury campuses)	All students	Current student card	-
Signadon College of Advanced Education	All students	Other (?)	-
Sydney College of Advanced Education - St. George Institute of Education	All students	Current student card / or Introductory form	Books lost
- Sydney Institute of Education	All students	Current student card	Books lost
- City Art Institute	All students	Current student card	Books lost

Continued over ...

The Library is:	Borrowing Privileges are available to:	Introduction/Payment required	They want a guarantee that you or your library will pay for:
- Institute of Adult-Teacher Education	All students	Current student card	Books lost
- Institute of Early Childhood Studies	All students	Current student card	Books lost
Sydney College of the Arts	All students	Current student card	Books lost
University of New England	All students	Current student card and	-
University of New South Wales	All Higher Degree students	Introductory form	Books lost Unpaid fines
University of Newcastle	All Higher Degree students Students from Newcastle CAE and external students from other CAE's	Current student card	Books lost Unpaid fines
University of Sydney	All higher degree students	University of Sydney graduates and N.S.W. OLC reciprocal borrowers - free of charge Others - \$100 p.a.	-
University of Wollongong	Higher Degree (Research only)	Current student card / Introductory form / \$2 card fee	Books lost

Prepared by Deakin University Library: March 1987.

**BORROWING PRIVILEGES FOR EXTERNAL STUDENTS
AT UNIVERSITY AND CAE LIBRARIES IN AUSTRALIA**

As an external student, borrowing privileges are sometimes available from other University and CAE Libraries. This list has been prepared to advise you of the borrowing privileges available from the libraries in your state. Most libraries have their own conditions for registration as a borrower, and for loans. It is important that you abide by any rules imposed by these institutions.

Borrowing Privileges Available in Northern Territory to External University and CAE Students

The Library is:	Borrowing Privileges are available to:	Introduction/Payment required	They want a guarantee that you or your library will pay for:
Darwin Institute of Technology	All students	Current student card	-

Prepared by Deakin University Library: March 1987

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Borrowing Privileges Available in Queensland to External University Students

The Library is:	Borrowing Privileges are available to:	Introduction/Payment required	They want a guarantee that you or your library will pay for:
Brisbane College of Advanced Education	All Higher Degree students Undergraduates from non-Brisbane institutions	Current student card / Introduction form	Books lost
Capricornia Institute of Advanced Education	All students	-	-
Darling Downs Institute of Advanced Education	All students	Current student card and positive ID or confirmation of address	-
Griffith University	All students	Current student card / or Letter of Introduction from home library / or Introduction form	Books lost

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The Library is:	Borrowing Privileges are available to:	Introduction/Payment required	They want a guarantee that you or your library will pay for:
James Cook University of North Queensland	All students	Current student card or Letter of Introduction	-
Queensland Conservatorium of Music	No borrowing privileges		
Queensland Institute of Technology	All students	Current student card / Letter of Introduction from home library	Books lost
University of Queensland	All Higher Degree students External undergraduates from non-Brisbane institutions	Letter of Introduction from home library for undergraduates; current student card from higher degree students	Books lost

Prepared by Deakin University Library: March 1987

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Borrowing Privileges Available in Queensland to External CAE Students

The Library is:	Borrowing Privileges are available to:	Introduction/Payment required	They want a guarantee that you or your library will pay for:
Brisbane College of Advanced Education	All students	Current student card	Books lost
Capricornia Institute of Advanced Education	All students	-	-
Darling Downs Institute of Advanced Education	All students	Current student card and or confirmation of address	-
Griffith University	All students	Current student card/ letter of introduction from home library/or introduction form	Books lost
James Cook University	All students	Student card or Letter of Introduction from home library	-

Continued over ...

The Library is:	Borrowing Privileges are available to:	Introduction/Payment required	They want a guarantee that you or your library will pay for:
Queensland Conservatorium of Music	No borrowing privileges		
Queensland Institute of Technology	All students	Current student card / Letter of Introduction from home library	Books lost
University of Queensland	All Higher Degree students External undergraduates from non-Brisbane institutions	Letter of Introduction from home library for undergraduates; current student card from higher degree students	Books lost

Prepared by Deakin University Library: March 1987

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Borrowing Privileges Available in South Australia to External University Students

The Library is:	Borrowing Privileges are available to:	Introduction/Payment required	They want a guarantee that you or your library will pay for:
Flinders University	All external students except those from Adelaide institutions	Letter of Introduction from home library	Books lost Unpaid fines
Roseworthy Agricultural College	All students	Positive ID	-
South Australian CAE	All students	Positive ID	-
South Australian Institute of Technology	All students	Positive ID	-
University of Adelaide	All students	Positive ID and annual fee	-

Prepared by Deakin University Library: March 1987

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Borrowing Privileges Available in South Australia to External CAE Students

The Library is:	Borrowing Privileges are available to:	Introduction/Payment required	They want a guarantee that you or your library will pay for:
Flinders University	All external students except those from Adelaide institutions	Letter of Introduction from home library	Books lost Unpaid fines
Roseworthy Agricultural College	All students	Positive ID	-
South Australian CAE	All students	Positive ID	-
South Australian Institute of Technology	All students	Positive ID	-
University of Adelaide	All students	Positive ID Annual fee	-

Prepared by Deakin University Library: March 1987

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Borrowing Privileges Available in Tasmania to External University Students

The Library is:	Borrowing Privileges are available to:	Introduction/Payment required	They want a guarantee that you or your library will pay for:
Tasmanian State Institute of Technology	All students	Current student card and payment of annual fee	-
University of Tasmania	All students	Current student card, or Letter of Introduction, or other proof of ID and student status	Borrower must sign statement accepting responsibility for loss or damage

**BORROWING PRIVILEGES FOR EXTERNAL STUDENTS
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Borrowing Privileges Available in Tasmania to External CAE Students

The Library is:	Borrowing Privileges are available to:	Introduction/Payment required	They want a guarantee that you or your library will pay for:
Tasmanian State Institute of Technology	All students	Current student card and payment of annual fee	-
University of Tasmania	All students	Current student card, or Letter of Introduction, or other proof of ID and student status	Borrower must sign statement accepting responsibility for loss or damage

Prepared by Deakin University Library: March 1987

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Borrowing Privileges Available in Victoria to External University Students

The Library is:	Borrowing Privileges are available to:	Introduction/Payment required	They want a guarantee that you or your library will pay for:
Ballarat College of Advanced Education	All students	Positive ID	Books lost
Bendigo College of Advanced Education	All students	Current student card or Letter of Introduction from home library	Books lost
Chisholm Institute of Technology	All students	Introductory form / or Letter of Guarantee from home library / or Deposit	Books lost Unpaid fines
Deakin University	All students	Current student card	Books lost
Gippsland Institute of Advanced Education	All students	Current student card / or Payment	Books lost

Continued over ...

The Library is:	Borrowing Privileges are available to:	Introduction/Payment required	They want a guarantee that you or your library will pay for:
Footscray Institute of Technology	All students	Introductory form	Books lost or damaged
Hawthorn Institute of Education	All students	Letter of Introduction	Books lost
Institute of Catholic Education (Aquinas Campus, Ballarat)	All students	Letter of Introduction	Books lost Unpaid fines
Institute of Catholic Education (Christ Campus)	All students	Introductory form	Books lost
Institute of Catholic Education (Mercy Campus)	All students	Positive ID	-
LaTrobe University	All Higher Degree students Undergraduates from non-Melbourne institutions	Introductory form / or Letter of Introduction from home library	Books lost Unpaid fines
Lincoln Institute of Health Sciences	All students	-	-

Continued over ...

The Library is:	Borrowing Privileges are available to:	Introduction/Payment required	They want a guarantee that you or your library will pay for:
Melbourne College of Advanced Education (Carlton Campus)	All students	Introductory form	Books lost Unpaid fines
Monash University	All Higher Degree students except Diploma of Education and related subjects. External university undergraduate students	Current student card and indemnity or Letter of Introduction from home library	Books lost
Phillip Institute of Technology	All students	Current student card and Introductory form	Books lost
R.M.I.T.	All students	Introductory form / or Letter of Introduction from home library	Books lost
Swinburne Institute of Technology	All students	Current student card / or introductory letter and deposit	Books lost Unpaid fines
University of Melbourne	All postgraduate students; undergraduate students of all non Melbourne metropolitan universities	Letter of guarantee from home library	Books lost

The Library is:	Borrowing Privileges are available to:	Introduction/Payment required	They want a guarantee that you or your library will pay for:
University of Melbourne	All postgraduate students	Letter of guarantee from home library	Books lost
Victoria College of Agriculture and Horticulture (Dookie Campus)	All students	Positive ID	-
Victoria College of Agriculture and Horticulture (Burley Campus)	No borrowing privileges		
Warnambool Institute of Advanced Education	All students	Positive ID	Books lost

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Borrowing Privileges Available in Victoria to External CAE Students

The Library is:	Borrowing Privileges are available to:	Introduction/Payment required	They want a guarantee that you or your library will pay for:
Ballarat College of Advanced Education	All students	Positive ID	Books lost
Bendigo College of Advanced Education	All students	Current student card or Letter of Introduction from home library	Books lost
Chisholm Institute of Technology	All students	Introductory form / or Letter of Guarantee from home library / or Deposit	Books lost Unpaid fines
Deakin University	All students	Current student card	Books lost
Gippsland Institute of Advanced Education	All students	Current student card / or Payment	Books lost

Continued over ...

The Library is:	Borrowing Privileges are available to:	Introduction/Payment required	They want a guarantee that you or your library will pay for:
Footscray Institute of Technology	All students	Introductory form	Books lost or damaged
Hawthorn Institute of Education	All students	Letter of Introduction	Books lost
Institute of Catholic Education (Aquinas Campus Ballarat)	All students	Letter of Introduction	Books lost Unpaid fines
Institute of Catholic Education (Christ Campus)	All students	Introductory form	Books lost
Institute of Catholic Education (Mercy Campus)	All students	Positive ID	-
LaTrobe University	All Higher Degree students Undergraduates from non-Melbourne institutions	Introductory form / or Letter of Introduction from home library	Books lost
Lincoln Institute of Health Sciences	All students	-	-

The Library is:	Borrowing Privileges are available to:	Introduction/Payment required	They want a guarantee that you or your library will pay for:
Melbourne College of Advanced Education (Carlton Campus)	All students	Introductory form	Books lost Unpaid fines
Monash University	All Higher Degree students except Diploma of Education and related subjects	Current student card and indemnity or Letter of Introduction from home library	Books lost
Phillip Institute of Technology	All students	Current student card and Introductory form	Books lost
R.M.I.T.	All students	Introductory form / or Letter of Introduction from home library	Books lost
Swinburne Institute of Technology	All students	Current student card or Introductory letter and deposit	Books lost Unpaid fines
Victoria College	All students	Introductory form	Books lost Unpaid fines

Continued over ...

The Library is:	Borrowing Privileges are available to:	Introduction/Payment required	They want a guarantee that you or your library will pay for:
Victoria College	All students	Introductory form	Books lost Unpaid fines
Victoria College of Agriculture and Horti- culture (Dookie campus)	All students	Positive ID	Books lost or damaged
Victoria College of Agriculture and Horti- culture (Burnley campus)	No borrowing privileges		
Warnambool Institute of Advanced Education	All students	Positive ID	Books lost

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Borrowing Privileges Available in Western Australia to External University Students

The Library is:	Borrowing Privileges are available to:	Introduction/Payment required	They want a guarantee that you or your library will pay for:
Curtin University of Technology	All students residing in the Perth metropolitan area	Current student card and Letter of Introduction from home library	Books lost
Murdoch University	All students	Current student card / Introductory form	Books lost
University of Western Australia	All students	Current student card	Books lost
Western Australian College of Advanced Education	All students	Introductory form / Positive ID	Books lost

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Borrowing Privileges Available in Western Australia to External CAE Students

The Library is:	Borrowing Privileges are available to:	Introduction/Payment required	They want a guarantee that you or your library will pay for:
Curtin University of Technology	All students residing in the Perth metropolitan area	Current student card and Letter of Introduction from home library	Books lost
Murdoch University	All students	Current student card / Introductory form	Books lost
University of Western Australia	All students	Current student card	Books lost
Western Australian College of Advanced Education	All students	Introductory form / Positive ID	Books lost

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